



## CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	<b>RELEASE DATE:</b>	Wednesday, July 21, 2010
<b>POSITION TITLE:</b>	Deputy Director, Human Resources, Office of Personnel Services	<b>FINAL FILING DATE:</b>	Tuesday, August 3, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	07082010_1

### POSITION DESCRIPTION

Under the general direction of the Director, Health Care Human Resources, California Prison Health Care Services (CPHCS), who reports to the Federal Court Receiver's Office, the Deputy Director, Human Resources, Office of Personnel Services has statewide leadership responsibility for the development, review, modification, monitoring, and implementation of policies, standards, and practices for the human resources function in relation to the adequate delivery of medical care under the auspices of the Federal Receivership.

Duties include, but are not limited to:

Works closely with key CPHCS and Department of Corrections and Rehabilitation staff, and control agencies, to expeditiously and effectively identify, select, secure, and retain appropriate staffing levels within the Health Care Delivery System statewide in order to provide adequate delivery of care.

Plans, organizes, and directs the CPHCS human resources function as it relates to the delivery of health care in the 33 adult institutions. Develops and implements a human resources training and monitoring program to ensure human resources staff are consistently equipped with the knowledge and abilities to ensure expeditious hiring and provide excellent customer services in the area of human resources.

Ensure that court orders, decisions, and directives of the Federal Court Receiver are effectively carried out by establishing and implementing new policies and procedures, and providing technical direction to the CPHCS human resources staff statewide. Effectively recommends broad-reaching systemic change that results in sustainable solutions which overcome practical and legal barriers impeding efficient and responsive personnel management necessary for the delivery of quality medical care.

Establishes policies and plans, organizes and directs the human resource related activities associated with activation of the consolidated care center and all other program expansions.

Serves as key advisor and facilitator to Health Care management and staff regarding human resource-related issues.

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

#### **DESIRABLE QUALIFICATION(S)**

- Broad and extensive experience in a management function involving diverse personnel services in numerous program areas.
- Experience in the formulation and implementation of procedures, policies, and programs related to functions involving hiring, benefits administration, and personnel management.
- Demonstrated ability in planning, organizing, and directing a large program, and ensuring successful functionality with stakeholders.
- Experience in providing executive level advice and consultation to Department management, Federal Court Receiver's Office, and/or control agencies regarding the establishment of new positions and/or classifications, recruitment, selection, and retention of staffing levels necessary to provide adequate delivery of medical care, including resolution of technical and procedural issues.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff, and knowledge of appropriate techniques in the areas of establishing partnerships, customer services, training, motivating staff, recognition and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Manager

III, including the execution and/or evaluation of program policies. Experience which demonstrates the ability to implement human resources policies and procedures.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Human Resources, Office of Personnel Services**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

### **FILING INSTRUCTIONS**

#### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 10 point font.
- Resumes do not take the place of the Statement of Qualifications.

#### **Applications must be submitted by the final filing date to:**

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services  
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038  
Xiong Her | 916-445-1414 | xiong.her@cdcr.ca.gov

### **ADDITIONAL INFORMATION**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CPHCS Human Resources, located at 501 J Street, Suite 350, Sacramento, CA.

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and

rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>